

How to self-record using Panopto recorder

You need to have GTIIT account with a 'Creator' permissions for recording with Panopto recorder.

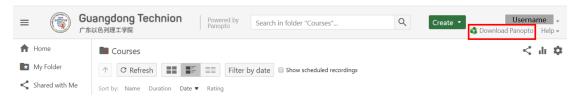
All GTIIT video records are located in the GTIIT Panopto platform under 'Courses' folder. Link to the folder is <u>here</u>.

Do not confuse with Technion Panopto – carefully check the below screenshots and make sure you sign-in to <u>GTIIT Panopto</u>. If you have used the Technion Panopto recorder before, uninstall the recorder and follow this user guide for the new installation.

Make sure to log-out from your Technion office 365 account before starting.

Panopto recorder is a very rich software, you can find official documentation in <u>here.</u>

- 1) Log-in GTIIT Panopto website with your GTIIT full email address & password <u>https://panopto.gtiit.edu.cn/Panopto/Pages/Sessions/List.aspx#folderID=%221</u> 9283654-5103-40df-b635-ab8e0037420e%22
- 2) Download and install Panopto recorder desktop client. Download link is available on the top-right corner of Panopto website after login.



3) Sign in with your GTIIT account. Use your full email address and account password.

	Panopto"
	Choose how to sign in
	Sign in with GTIIT Office 365
	or
Server Address	panopto.gtiit.edu.cn ×
Username	
Password	
	Remember me
	Sign in Continue offline



- 4) Session Settings
 - a. Folder select from the dropdown your specific course under 'Courses' folder.
 - **b.** Name Give a meaningful name to your record session.

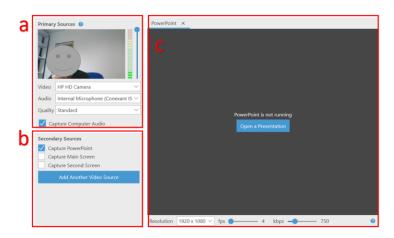
Create New Recording 🔅 Manage Recordings 🐼 Settings Sign	
	out
Session Settings 💿 🗌 Web	cast
Folder 124120 - FUNDAMENTALS OF CHEMISTRY (GTIIT)	\sim
Record Name Thursday, 13 February 2020 at 16:36:14 Join Session	\sim

Courses	
054203 - PRINCIPLES OF CHEMICAL ENGINEE	RING 1M (GTIIT)
064322 - FOOD CHEMISTRY(GTIIT)	
🖿 064419 - GENERAL MICROBIOLOGY(GTIIT)	
🕨 💼 064507 - MOLECULAR BIOTECHNOLOGY (GTII	T)
_	

- 5) Sources Settings
 - a. Primary Sources set your video camera, Microphone and quality.
 - b. Secondary Sources It is recommended to capture only PowerPoint.
 By selecting this students will have a split screen with your video + PowerPoint slides + notes from your slides.
 - c. In the main window, make sure you select the PowerPoint tab → set the wanted resolution in the bottom part of the page → click open a Presentation and select your file → Begin recording after PowerPoint opens → the record will start.

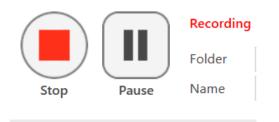
The PowerPoint slides in your computer are fully synchronized with the video record. You shall keep the PowerPoint in presentation mode and work with the PowerPoint – if you close it, it will not be captured.

Note – for presenting other sources that are not part of the PPT (YouTube videos, etc.), you should enable "Capture Main Screen".





6) You can start recording manually. During the record you can pause/resume the record. Once completed you should click the stop button.

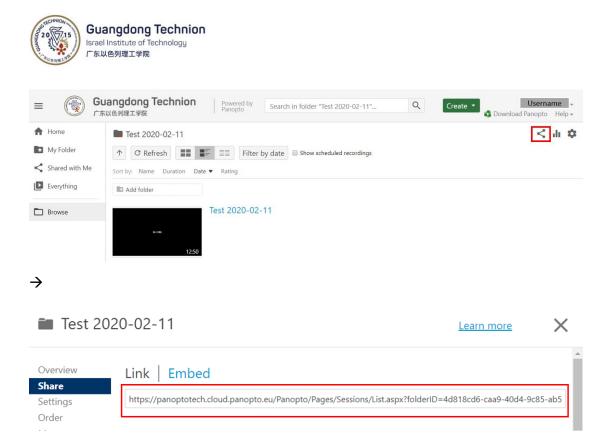


 Recording complete – click the Done button and the video will start processing and upload to Panopto servers. You can follow the processing progress and see all your records under the "Manage Recordings" tab.

Recording Complete	
Session name	
Thursday, 13 February 2020 at 16:58:19	
Located in folder Test 2020-02-11	
Enter a description (optional)	
Delete and record again Done	

- 8) After some time (depends on recording file size and internet connection) the video will be available for you and anyone else who is permitted in the designated Panopto folder.
- Links to the folder/video Select the share button and copy the unique folder URL. You can do this also for each video record (hover over the video and click the Share).

Note – Each folder in Panopto has a unique URL link and you need to share the specific link to your students in order for them to be able to access the videos.



There are many other options and feature in Panopto, including record offline, different settings, different sources and more. You can find all the information in Panopto official website - https://support.panopto.com/s/article/basic-recording-1



Panopto broadcasting interface (how students watch the records):

Thank you for your attention. Should you have any further questions? Please contact the IT Service Desk(<u>https://helpdesk.gtiit.edu.cn</u>).